

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room 258
Sacramento, CA 95814-0338
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)



FACSIMILE TRANSMISSION
DOE WAP INFORMATIONAL TRANSMITTAL NO.IT-2007-1

TO: Department of Energy (DOE) Weatherization Assistance Program (WAP)
Service Providers

FROM: Jason Wimbley, Division Chief
Energy & Environmental Services

DATE: April 30, 2007

SUBJECT: DRAFT 2007 DOE WAP Contract

The draft 2007 DOE WAP Contract and Exhibits will be available for download on or before Monday, April 30, 2007 from the Department of Community Services and Development (CSD) website at <http://www.csd.ca.gov>. Please print the necessary number of copies needed for your review and comment.

In our continued commitment to simplify the administration of CSD Energy programs, the draft 2007 DOE WAP Contract adopts both the format of the 2007 Low-Income Home Energy Assistance Program (LIHEAP) Contract and many of the fiscal and programmatic provisions implemented with the 2007 LIHEAP Program Year (PY). The following highlights the most significant changes of the 2007 DOE PY.

- **NEW CONTRACT TERM PERIOD:** The contract term period is July 1, 2007 through April 30, 2008.
- **WEATHERIZATION MEASURES AND RATES:** The maximum average reimbursement per dwelling weatherized was increased to \$2,885 and in the event of an emergency declared by the Governor to \$3,318.
 - The LIHEAP reimbursement model, including reimbursement rates, approved labor rate, and fiscal/programmatic reporting formats have been incorporated with the 2007 DOE PY.
 - All measures referenced in the 2007 LIHEAP contract are allowed under DOE, with the exception of the pipe wrap measure that was recently added to the LIHEAP Program via amendment.
- **MINIMUM REQUIREMENTS FOR WEATHERIZATION SERVICES:** New to the DOE program are the LIHEAP requirements and guidelines specific to the minimum number of measures to be installed for weatherization services

- a single-family dwelling/single-story dwelling, i.e., ceiling insulation plus two additional Mandatory Measures, or in the event ceiling insulation is not feasible, at least four Mandatory Measures; and
 - multi-story/multi-unit complex i.e., ceiling insulation plus two additional Mandatory Measures, or in the event ceiling insulation is not feasible, at least three Mandatory Measures.
- ORDER OF INSTALLATION OF WEATHERIZATION MEASURES: Previously the DOE contract implied that the order of the installation of weatherization measures were to be installed in a specific order; Health and Safety (H&S) Measures, Mandatory Measures (Infiltration Reduction, General Heat Waste, Electric Base Load), Priority List (in order), and lastly, Optional Measures. The 2007 DOE WAP program adopts a new standard more in line with the LIHEAP program as follows:
- H&S and Mandatory Measures: Following the performance of all applicable dwelling assessment and diagnostic testing, all feasible H&S Measures must be installed first, followed by all Mandatory Measures; Infiltration Reduction, General Heat Waste, and Electric Base Load, *may be installed in any priority order*.
 - Priority List of Energy Conservation Measures and Optional Measures: The DOE WAP program conditions and requirements remain unchanged.
- DISASTER RELIEF: Incorporates new requirements instructing Contractor's to contact CSD for invoicing instructions on disaster-related expenditures.
- CLOSE-OUT PROCESS: Clarifying language was added to the close-out process informing Contractor's that Administrative, H&S, and Training and Technical Assistance costs shall not exceed the maximum allowable amounts and that Administrative and H&S costs shall remain proportionate to the cumulative allowable program expenditures.
- NEW CLOSE-OUT RECONCILIATION REPORT, CSD 720E: This new reconciliation report serves to reconcile and report actual cost expenditures, interest earned, and reimbursements and advance payments received and is to be submitted within 90 calendar days after expiration of the contract term period as part of the required close-out package. Additionally, any balance of unexpended funds must be returned to CSD at the time the close-out report is submitted.

- WEATHERIZATION EXPENDITURE AND ACTIVITY REPORT: Due to the on-going enhancements and updates to the Expenditure Activity Reporting System (EARS) system, hard copies of the monthly DOE and LIHEAP expenditure and activity reporting forms will no longer be provided. Should an agency require a hardcopy, Contractor's should access the EARS system and print the most current version of the required report, which we anticipate to be available by August 2007.

Please limit your written comments to the contents of the draft 2007 DOE-WAP contract and exhibits. Written comments may be submitted to Kathy Ely, Senior Manager, at kely@csd.ca.gov or via mail, and will be accepted through Friday, May 25, 2007. CSD plans to issue the 2007 DOE WAP Contract no later than June 15, 2007.

For any additional questions, please contact your Field Representative.